

ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

Vol. 3, No. 3

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DIALORDER SERVICE NOW AVAILABLE TO CUSTOMERS OF THE GOVERNMENT PRINTING OFFICE

The Government Printing Office is pleased to announce the availability of DIALORDER service for those customers who are among the 13,000 subscribers to Lockheed Corporation's DIALOG Information Retrieval Service. DIALOG subscribers have on-line access to more than 150 bibliographic data bases, including GPO's Publications Reference File (known to DIALOG users as GPOPRF, File 166).

More than 20,000 sales publications are contained in the PRF. Users can perform on-line searches of GPO's sales inventory to determine a publications availability and price. Publications can then be ordered directly from GPO via DIALORDER. Order processing time is greatly reduced.

DIALORDER subscribers will find this new service to be an easy way to research and order Government publications.

COUNCIL MEETING REMINDER

Meeting dates for the Depository Library Council to the Public Printer: April 26-28, 1982. The city: Boston, Massachusetts. The place: The Boston Park Plaza Hotel. The informal get-together: Lobby of Boston Park Plaza at 5:30 PM on April 26th.

Rooms are available at the meeting site: The Boston Park Plaza, Hotel and Towers, Arlington Street at Park Plaza, Boston, Massachusetts 02117, Phone: (617) 426-2000, Toll-free: (800) 225-2008, Rates: (for people travelling with Government orders or with Government identification) Single: \$48.00 + tax; Double: \$60.00 + tax, (for people not connected with Government) Single: \$61.00 + tax; Double: \$73.00 + tax.

Rooms available close to meeting site: Conley Square Hotel, 47 Huntington Avenue, Boston, Massachusetts 02116, Phone: (617) 536-9000, Rates: (for all) Single: \$48.00/\$52.00 + tax; Double: \$60.00/\$66.00 + tax.

CENSUS STATE REPORTS

Some librarians have been asking about the availability in paper of various state reports for the NUMBER OF INHABITANTS SERIES, C 3.223/5: (nos.), Item No. 159-C-1 through 53. As the result of an earlier decision to distribute this series in microfiche only, two copies of the first ten states were ordered. These are being reprinted and will be distributed in paper. The states involved are: Colorado, Hawaii, Idaho, Maine, Montana, Nevada, New Hampshire, Rhode Island, Vermont, and Wyoming.

GEOLOGICAL SURVEY CLARIFICATION

The U.S. Geological Survey is considering a merger of future issues of the Water-Resources Investigation Series and certain Open-File Reports. GPO recently received "general" publications in paper with the designation, "Water-Resources Investigations Open-File Report (nos.)." These will be distributed under both Item Numbers 624-B, WATER-RESOURCE INVESTIGATIONS, and 624-H, OPEN-FILE REPORTS. As near as we can determine, there is no duplication of these paper reports and the microfiche Open-File Reports. Future issues of Open-File Reports will be sent in microfiche only. Future issues of Water-Resources Investigations Open-File Reports and/or Water-Resources Investigations Reports will be sent in paper. If a merger takes place, a revision on distribution will be made.

REGIONAL DEPOSITORY LIBRARIES

In response to comments received from Regional Depository Libraries, the Superintendent of Documents has revised its standard reply letter, GPO Form 3844. This form is sent to all customers when Documents is unable to fill an order. The wording on the previous edition of the form was apparently not clear to many customers, because some sent orders to the Regional Depository Libraries. The new version clearly states, in bold face on both the front and back of the form, that Regional Depository Libraries are NOT SALES OUTLETS and customers are NOT to place orders with them.

USGS MAPS FOR ORDER

Libraries receiving USGS maps on Shipping Lists 16,867 and 16,898 under Item 619-G-1 received a one-of-a-kind item purchased by a special arrangement between the Forest Service and the Geological Survey. GPO has no plans at this time to distribute USGS topographical quadrangle maps in the Depository Library Program. These are already being distributed through the USGS distribution program. The maps are also available for sale at \$2.00 per sheet from: U.S. Geological Survey, National Mapping Program, Reston, Virginia 22092

CENSUS NEWS ON THE WAY

Because of the wide interest in Census publications, we will soon be sending to ALL depository libraries an eight page detailed update produced by the Bureau. It is entitled: 1980 CENSUS OF POPULATION AND HOUSING (PLANNED FEBRUARY 1982): TENTATIVE PUBLICATION AND COMPUTER TAPE PROGRAM. Watch for it!

EXHAUSTED PUBLICATIONS

When is a GPO sales publication out-of-print? If the Publications Reference File lists a publication as "EXHAUSTED" or in the "NOTES" field. Although in most cases it will be out-of-print and unavailable for purchase, if it is a scientific/technical publication there may be a note indicating "AVAILABLE FROM NTIS." For over a year, GPO has been forwarding two copies of each about-to-be exhausted sales publication to NTIS. If they decide to make it available for sale, that information is passed on to GPO, and a note inserted in the file.

A library with a GPO deposit account number wishing to order a National Technical Information Service Publication, should send the order directly to GPO. For best results, note prominently on the order, "NTIS PUBLICATION," and include the NTIS document number beginning with PB. GPO will verify the deposit account balance and forward the order to NTIS to be filled. An extra step is involved if the order first goes to NTIS instead of GPO, since NTIS must forward the order to GPO for deposit account verification before they can fill it. Come first to GPO if you wish to order an NTIS publication against your GPO deposit account.

For libraries with NTIS deposit accounts who want GPO publications charged against them, send the order to NTIS, noting prominently, "GPO PUBLICATION," and including the GPO stock number. NTIS will verify the deposit account balance and forward the order to GPO which will immediately fill it.

The easiest way to remember the speediest ordering route is PLACE YOUR ORDER WITH THE AGENCY WHICH HOLDS YOUR DEPOSIT ACCOUNT!

***** SHIPPING LISTS IN SHAPE

A new procedure is being used by the Library and Statutory Distribution Service to assure that shipping lists arrive in depository libraries in better condition. Instead of placing them in the boxes on top of the documents, they are being inserted first. In the past, the automatic sealing mechanism (nicknamed the "reindeer") managed to mutilate some shipping lists. If at the end of March any depository librarians would like to share the results of the new procedure, drop a note to: Depository Processing Branch, Government Printing Office, ATTENTION: Carl Redd, 5236 Eisenhower Avenue, Alexandria, Virginia 22304.

***** CLASSIFICATION OF EPA PROJECT SUMMARIES

The decision to use cutters rather than the EPA-assigned numbering on the EPA Project Summary series, Item No. 431-1-12, classification EP 1.89/2: (CT), was based on a review of EPA's use of the numbering scheme. The Project Summaries were first issued in 1980 bearing a 600/PS number. The series continued in 1981 under 600/S numbers. Both of these numbering systems are assigned sequentially by the agency, with the result that a number of gaps exist for reports not yet issued. This situation may have led to claims being made for reports that never existed. Staff personnel have noted problems of inconsistency with the EPA-assigned numbers, particularly in the area of non-uniqueness (i.e.: the same number used more than once). For these reasons it was decided to use a Cutter based on the key word in the title.

***** L.C. SUBJECT HEADINGS AHEAD

The SUPPLEMENT TO LC SUBJECT HEADINGS (final supplement 1980) to LIBRARY OF CONGRESS SUBJECT HEADINGS (LC 26.7:9/-, Item No. 823) is expected to be published in June. This will be the last such work using AACR-1 subject headings. The microfiche edition with AACR-1 subject headings (Item No. 823-A-1) is expected in the Fall.

Publications of the U.S. International Trade Commission, which used to have the class stem TC and were listed in the MONTHLY CATALOG under the header "Trade Commission," have had their class stem changed to ITC. However, they were incorrectly listed under "International Communication Agency," in issues September through December. We expect to have subsequent entries correctly listed under the header "International Trade Commission" early in 1982.

DAILY JOURNAL FOR INTERNAL USE

The DAILY JOURNAL OF THE SUPREME COURT (Ju 6.5: - ; Item No. 740-A-1) will no longer be distributed to depository libraries, according to Mr. Alexander L. Stevas, Clerk of the Court. The Supreme Court will continue to produce the information in a document for internal use only. Supreme Court Library staff have brought to our attention that the information in the Daily Journal appears in the private subscription publication, THE UNITED STATES LAW WEEK. For information on the latter publication one can contact the publisher: The Bureau of National Affairs, Inc., 9401 Decoverly Hall Road, Rockville, Maryland 20850, (202) 452-4497.

SERIALS/PERIODICALS UPDATE

Federal budget cuts are taking their toll on Government publishing, particularly in the area of serials and periodicals. While some titles are being discontinued, others are changing their frequency or format in an attempt to cut costs. In order to keep you informed we are expanding our Discontinued Titles listing to include other significant changes. Included will be title changes, agency and class changes, as well as changes in frequency, format, and availability. We will continue listing the discontinued titles as a separate section of the Serials Supplement. As with the list of discontinued titles, both depository and non-depository titles will be included. While most of the information will also be found on appropriate shipping lists, and in the Monthly Catalog, we hope that listing it in Administrative Notes will provide a more convenient and timely source of information.

Comments or suggestions concerning this expanded coverage would be appreciated, and should be addressed to: Jean Ott, U.S.G.P.O., Library Division, 5236 Eisenhower Ave., Alexandria, VA., 22304, or phone: (703) 557-1355

SERIAL/PERIODICAL CHANGES

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| D 7.6/2-2:3/(date) | Department of Defense Ammunition Code. Item 314-A-1. The frequency has changed from quarterly (cumulative) to annual with the Jan. 1980 edition. |
| HE 20.23/3:(v.nos.&nos.) | NTP Technical Bulletin. Item 483-A-9. The frequency has changed from bimonthly to quarterly, and the volume numbering was dropped after Vol.1, no. 3. Beginning with No. 4 the designation will be nos. alone. |
| HE 20.3007/2:(date) | News & Features from NIH. Item 507-A-27. Frequency changed from bimonthly to monthly beginning with Jan. 1982. |
| HE 20.4003/2:(v.nos.&nos.) | Bulletin, National Clearinghouse for Poison Control Centers. Item 475-Q. The frequency changed from monthly to quarterly with Vol. 25, no. 7, Oct.-Dec. 1981. |

- HE 20.4017:(rept.nos.) Commercial Import Detentions. Title change to Monthly Import Detention List with the July 1981 issue.
- HE 20.7010:(date) CDC Veterinary Public Health Notes. Frequency change from monthly to quarterly. The last monthly issue was May 1981.
- JU 9.5:(vol.nos.) United States Customs Court Reports. Item 736. Title change to United States Court of International Trade Reports due to the change in name of the Court. Vol.85, July-Oct. 1980 is the last volume with the old title.
- I 19.1:(date) The annual report of the Geological Survey, United States Geological Survey Yearbook has changed its title to USGS activities for fiscal year. There has also been a slight change in format and it is now being issued as a Geological Survey Circular (I 19.4/2:) We will retain the I 19.1: class rather than classing it with the other Circulars.
- L 37.13:(date) Area Trends in Employment and Unemployment. Item 752-C. Frequency change from quarterly to monthly with Jan. 1982
- LC 19.13:(v.nos.&nos.) News National Library Service for the Blind and the Physically Handicapped. Item 806-A-4. Frequency change from bimonthly to quarterly with Vol. 13, no. 1, 1982.
- TD 1.15/3:(date) Selected Library Acquisitions. Item 982-C-21. The Dept. of Transportation has determined that this title will be issued on an in-house basis for administrative use only, and thus, will no longer be distributed to depositories.
- Y 3.F 31/21-3:11/(date) Classified Index of ULP Charges... Item 762-D-11. The Federal Labor Relations Authority, in order to cut costs, is no longer printing this title, but is xeroxing it for in-house use. We will obtain one copy and distribute it in microfiche, beginning with the Apr.-June 1981 issue. We are also microficheing the July 1980-Mar. 1981 issue as no paper copies were received for depository distribution.

DISCONTINUED TITLES

- E 3.11/2-8:(date) Sales, Revenue, and Income of Electric Utilities. Item 429-T-61. Absorbed by Electric Power Monthly (E 3.11/17-8:, Item 435-E-18) with Oct. 1981.
- E 3.11/9-2:(date) Coke and Coal Chemicals. Discontinued with 1980 issue. Information will be contained in Coke Plants Report (E 3.11/9:, Item 435-G).
- HE 20.6013:(date) HRA, HSA, CDC, & ADAMHA Public Advisory Committees, Authority Structure, Functions, Members. Item 483-T. Discontinued with Mar. 1981.
- HE 20.6022:(date/nos.) Health Planning Newsletter. Item 507-H-13. Discontinued with Summer 1981, no. 20.
- NCU 1.13:(v.nos.&nos.) NCUA Digest. Item 527-E. Discontinued with Aug. 1979 issue.

TD 1.27:(v.nos.&nos.) Transportation USA. Item 982-C-8. Discontinued with Vol. 7, no. 1, Fall 1980

TD 4.53:(date) Monthly Management Report. Item 431-A-39. Discontinued with Mar. 1981.

Y 3.C 76/3:16/(date) CPSC Memo. Item 1061-C-11. Discontinued with Aug./Sept. 1981.

Y 3.T 25:36/(v.nos.&nos.) Fertilizer Abstracts. Discontinued with 1981 issues.

MIX-UP "SURVEY 82-3 AND 82-4"

Survey cards for 82-4 were mistakenly sent with Survey 82-3. We mailed survey cards for 82-3 with Survey 82-4. Please check your cards. We regret any inconvenience this may have caused.
